



County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

SACHI A. HAMAI
Chief Executive Officer

Board of Supervisors
HILDA L. SOLIS
First District

MARK RIDLEY-THOMAS
Second District

SHEILA KUEHL
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

October 26, 2016

To: Each Department Head

From: Sachi A. Hamai
Chief Executive Officer

VALIDATION OF REPLACEMENT OF THE COUNTY SEAL IN USE

As indicated in the attached June 10, 2016 memo distributed to all department heads, the federal district court issued an order in May 2016 requiring that with a few limited exceptions, all County departments and agencies are to stop using the 2014 County Seal (containing the San Gabriel Mission with a cross on its roof) and to instead use and display the 2004 County Seal (containing the San Gabriel Mission *without* a cross on its roof) effective October 14, 2016. Failure to comply with the issued instructions, even if relatively minor, could result in contempt proceedings filed against the County.

Please verify your organization's compliance with the issued instructions at all locations (internal and external building walls, free-standing signs, etc.), on vehicles and employee uniforms, in printed and electronic media including websites, on ID cards, and all other material that displays the County seal (exceptions noted in June 10, 2016 memo). Upon validation of conformance, please send a confirmation email to Frank Cheng, of my office, at fcheng@ceo.lacounty.gov no later than **Friday, November 11, 2016.**

Should you have any questions, please contact Frank Cheng at (213) 974-2620, or Senior Assistant County Counsel Tom Faughnan at (213) 974-1838 or tfaugnan@counsel.lacounty.gov. Thank you for your prompt attention to this matter.

SAH:JJ:DPH:BMB
FC:rp

Attachment

c: Each Supervisor
Administrative Deputies (via electronic mail)

"To Enrich Lives Through Effective And Caring Service"

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Intra-County Correspondence Sent Electronically Only**



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SACHI A. HAMAI
 Chief Executive Officer

June 10, 2016

To: Each Department Head

From: Sachi A. Hamai
 Chief Executive Officer

Board of Supervisors
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 First District

MARK RIDLEY-THOMAS
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EFFECTIVE IMMEDIATELY – INSTRUCTIONS REGARDING REPLACEMENT OF THE COUNTY SEAL

On January 7, 2014, the Board adopted a new official seal ("2014 Seal") depicting, in part, a cross on the roof of the San Gabriel Mission. A copy of the 2014 Seal is attached as Attachment I.

On May 23, 2016, a federal district court ordered the County to stop using the 2014 Seal. With limited exceptions that are as set forth below, the court's order requires that the County use the version of the seal adopted by the Board in 2004 ("2004 Seal"), which contains an image of the San Gabriel Mission **without** a cross on its roof. A copy of the 2004 Seal is attached as Attachment II.

Although the court's order could still be appealed, an appeal does not stay the order. Therefore, all departments must bring themselves into prompt compliance with the court's order by reviewing and taking immediate steps to implement these instructions.

PRIORITY AREAS

The below two priority areas should be addressed concurrently. However, the deadline to comply with Priority Area 1 is sooner than Priority Area 2 per the court's order.

Priority Area 1: Electronic Templates and New Printed Material

Compliance Deadline: July 7, 2016

All departments must stop printing or generating any new material containing the 2014 Seal immediately. This includes new letterhead, business cards, stationary, posters, decals, uniforms, badges, signs, and displays. All template macros containing the 2014 Seal must be changed to the 2004 Seal. This includes macros used to generate

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Each Department Head
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letterhead, meeting minutes, meeting agendas, business cards, invitations, stationary, and any other material.

Departments may contact CEO Public Affairs' Marlon Baker at (213) 974-9491 or mbaker@ceo.lacounty.gov to request the electronic version of the 2004 County seal. The Internal Services Department (ISD) will be establishing purchasing agreements for the 2004 Seal for all County departments.

Priority Area 2: All Other Uses of the County Seal

Compliance Deadline: October 14, 2016

Priority Area 2 is separated into six sub-areas.

A. *Websites and Other Electronic Versions of the Seal*

All departments must change all electronic versions of the 2014 Seal back to the 2004 Seal. This includes images of the 2014 Seal on websites, email signature blocks, and any seals used in connection with official County social media accounts.

B. *Existing Printed Materials*

All departments must stop using any existing supplies of pre-printed materials containing the 2014 Seal. This includes existing supplies of letterhead, business cards, invitations, forms, and similar items. All future orders of printed supplies should contain the 2004 Seal.

C. *Printing Plates and Die-Casts*

Some departments may routinely order printed items, such as identification badges, which require the creation of plates or die-casts for use in the printing process. All departments must ensure that all printing plates and die-casts contain the 2004 Seal, not the 2014 Seal. Any printing plates or die-casts containing the 2014 Seal must be changed to contain the 2004 Seal.

D. *Signage and Decals*

All departments must ensure that any signage, such as identification, directional, and wayfinding signage which contains the 2014 Seal, is either altered to become the 2004 Seal, or altogether removed and replaced. This includes all signage of any nature regardless of size or location, which may be on building exteriors, interior walls, doors, podiums, and in parking lots, parks, hallways, and conference rooms.

All departments must ensure that any decals of the 2014 Seal are removed or covered over with the 2004 Seal. Examples of such decals include those found on doorways, walls, vehicles, and other County equipment.

E. Uniforms, Badges, and ID Cards

All departments must ensure that any required or elective uniforms, badges, and ID cards contain the 2004 Seal, not the 2014 Seal. Any patches on uniforms which contain the 2014 Seal should be removed and, if necessary, replaced with the 2004 Seal. Badges and ID cards containing the 2014 Seal should be collected from employees, and new badges and ID cards be issued containing the 2004 Seal.

F. All Other Depictions of the County Seal

The above-identified priority areas may not be all-inclusive. All departments must ensure that all uses of the County seal in connection with conducting official business no longer utilize the 2014 Seal.

IMPORTANT EXCEPTIONS

Certain items are exempt from the replacement and removal requirements identified above. Generally, these items are of a permanent nature, or are required by law to be maintained in perpetuity or for a specific period of time. Items which are exempt as described below are not affected by the court's order and should not be altered or changed.

Exception 1: Records, Minutes, and Awards

Departments should not alter, change, or destroy, except as required by the department's adopted records retention schedule, existing documents and communications which contain the 2014 Seal but which are intended to be maintained permanently in the ordinary course of business, or maintained until destroyed pursuant to ordinary business practice. Examples of such materials include official records, minutes, and correspondence, and scrolls, awards, and commendations which have already been awarded or issued.

Exception 2: Seals Which Are Permanently Affixed to a Building, Structure, Monument, Statue, or Fixture

Departments should not remove the 2014 Seal if it is affixed to a building, structure, monument, statue, or other fixture, provided the seal cannot be removed or replaced without damage, deterioration, or structural alteration to the building, structure,

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monument, statue, or fixture. For example, a 2014 Seal created as part of a metal plaque that is cemented into a building's exterior wall need not be removed or changed.

This exception **does not apply** to decals at building entrances, directional signage, or other instances where the 2014 Seal could be painted, permanently covered over, or removed without causing damage or deterioration to the building, structure, monument, statue, or fixture in question.

FAILURE TO COMPLY

A failure to comply with these instructions, even if relatively minor, could result in contempt proceedings being instituted against the County. It is therefore important that all departments take prompt action to implement these instructions.

QUESTIONS

The Office of the County Counsel is available to assist you to implement these instructions. Should you have any questions or concerns during this process, please contact Deputy County Counsel Joseph M. Nicchitta at (213) 974-1924 or jnicchitta@counsel.lacounty.gov. Questions regarding ISD's operational role can be directed to David Yamashita at (323) 267-2136 or dyamashita@isd.lacounty.gov, and questions regarding purchasing agreements can be directed to Gerald Plummer at (323) 267-2670 or gplummer@isd.lacounty.gov.

SAH:JJ:DPH
FC:ma

Attachments

c: Each Supervisor
County Counsel
Internal Services
Administrative Deputies (via electronic mail)

ATTACHMENT I

2014 SEAL



THIS SEAL CONTAINS A CROSS ON THE ROOF OF THE SAN GABRIEL MISSION. A COURT HAS ORDERED THE COUNTY TO STOP USING THIS SEAL, EXCEPT IN SPECIFIC CIRCUMSTANCES DESCRIBED IN THE MEMORANDUM.

ATTACHMENT II

"2004 SEAL"



THIS SEAL CONTAINS A DEPICTION OF THE SAN GABRIEL MISSION WITHOUT A CROSS ON THE ROOF. A COURT HAS ORDERED THE COUNTY TO USE THIS SEAL INSTEAD OF THE 2014 SEAL.